

**ATTACHMENT "A"  
DELIVERY ORDER USER'S GUIDE**



**Integrated Funds Distribution,  
Control Point Activity, Accounting  
and Procurement  
(IFCAP)**

**DELIVERY ORDER  
USER'S GUIDE**

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## **PREFACE**

This manual is designed to provide you with the information necessary to use the Integrated Funds Distribution, Control Point Activity, Accounting and Procurement (IFCAP) system to report, record, and amend delivery orders. The IFCAP package has automated certain functions in Acquisition and Material Management Services (A&MM), Fiscal Service, and all of the services that request supplies and services. IFCAP automates the creation, approval, forwarding, monitoring, and payment of VA Forms 90-2237. IFCAP also functions as a database of procurement information.

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## **CHAPTER 1 INTRODUCTION**

### **1.1 Delivery Orders**

Delivery Orders are orders for items that the VA purchases through an established contract with a vendor who supplies the items. This manual will teach you how to use IFCAP (Integrated Funds Distribution, Control Point Activity, Accounting and Procurement) to create and edit delivery orders, report the receipt of delivery orders, and translate delivery orders into 2237 requests and purchase card orders.

### **1.2 How to Use This Manual**

This manual explains how to perform the tasks that the Delivery Order Menu was designed to help users accomplish. The authors of this manual have listed these tasks in successive order so that each instruction builds on the functionality and information from the previous instructions. This will allow new IFCAP Users to use this manual as a tutorial by following the instructions from beginning to end. Experienced users can use this manual as a reference tool by using the index and table of contents.

### **1.3 Reference Numbering System**

This manual uses a special paragraph numbering system to allow users to understand how the sections of the manual relate to each other. For example, this paragraph is section 1.3. This means that this paragraph is the main paragraph for the third section of Chapter 1. If there were two subsections to this section, they would be numbered sections 1.3.1 and 1.3.2. A paragraph numbered 1.3.5.4.7 would be the seventh subsection of the fourth subsection of the fifth subsection of the third subsection of Chapter 1. All clear? Actually, all this means is that users that want to divide their reading into manageable lessons can concentrate on one section and all of its subsections, e.g., section 1.3.5 and all of its subsections would make a coherent lesson.

## **2.2 Package Management, Legal Requirements and Security Measures**

Due to the nature of the information being processed by IFCAP, special attention has been paid to limiting usage to authorized individuals. Individuals in the system who have authority to approve actions, at whatever level, have an **electronic signature code**. This code is required before the documents pass on to a new level for processing or review. Like the access and verify codes used when gaining access to the system, the electronic signature code will not be visible on the terminal screen. These codes are also encrypted so that even when viewed in the user file by those with the highest levels of access, they are unreadable. Electronic signature codes are required by IFCAP at every level that currently requires a signature on paper.

### **1.5 Package Operation**

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IFCAP automates fiscal, budgetary, inventory, billing and payment activities. To accomplish all of these tasks, IFCAP consists of several functional components, each responsible for a similar set of tasks:

- **Funds Distribution (Fiscal Component)**
- **Funds Control (Control Point Component)**
- **Processing Requests (Control Point Component)**
- **Purchase Orders/Requisitions (A&MM Component)**
- **Accounting (Fiscal Component)**
- **Receiving (A&MM Component)**
- **Inventory (A&MM/Control Point Component)**

When you create delivery orders, you affect Control Point balances. Different kinds of IFCAP users have different menus. If the menus in this manual include options that you do not see on your screen, do not panic! If you do not know what to enter at an IFCAP prompt, enter one, two or three question marks and IFCAP will list your available options or explain the prompt. The more question marks you enter at the prompt, the more information IFCAP will provide.

The options you use on IFCAP have been divided into groups based on the type of work that you do. When you select these options, IFCAP will ask you a series of questions. If you do not understand the question or are unsure of how to respond, enter a question mark (?) and the computer will explain the question, or allow you to choose from a list of responses.

These are the options in the Delivery Order Menu.

<b>Menu Option</b>	<b>Description</b>
<b>Enter Delivery Order</b>	Use this option to create a delivery order.
<b>Edit Delivery Order</b>	Use this option to edit a delivery order. You can edit delivery orders until you authorize the order with your electronic signature code. Once the order has been authorized and electronically signed, editing (amending) can only be done in the 'Amendment to Delivery Order' option.
<b>Enter Pharmaceutical PV Order</b>	Use this option to place Pharmaceutical delivery orders.
<b>Edit Pharmaceutical PV Order</b>	Use this option to edit an existing Pharmaceutical delivery order.
<b>Create Delivery Order From Repetitive Item List</b>	Use this option to create delivery orders from a repetitive item list.

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<b>Receive Delivery Order</b>	Use this option to record the receipt of items on a delivery order.
<b>Amendment to Delivery Order</b>	Use this option to make changes to a delivery order after the IFCAP user has authorized the order with their electronic signature code.
<b>Adjustment Voucher to Delivery Order</b>	Use this option to decrease the quantity received on a receiving report for a delivery order.
<b>Convert a Delivery Order to a 2237 Request (CD2)</b>	Use this option to convert a delivery order into a VA Form 90-2237 (Request, Turn-in and Receipt for Property or Services.)
<b>Convert a Delivery Order to a Purchase Card Order (CDP)</b>	Use this option to convert a delivery order into a purchase card order.
<b>Cancel an Incomplete Delivery Order</b>	Use this option to cancel an incomplete delivery order.
<b>Display Delivery Order</b>	Use this option to display a delivery order.

**1.6 Site Parameters and User Parameters**

**1.6.1 Introduction**

Site parameter switches have been added to IFCAP which allow Fiscal Service to bypass approvals on delivery orders. These switches can be set for a specific Fund Control Point or for the entire station. There are 3 switches, (1) EDI, (2) Delivery Orders, and (3) All Orders. These switches will be controlled by Fiscal Service.

**1.6.2 EDI Release Switch**

If the EDI Release Switch is on, EDI orders are sent immediately to vendors without a review from Fiscal Service. If the switch is off, Fiscal's review is required before EDI orders are sent.

**1.6.3 Delivery Order Release Switch**

Delivery orders are processed as "obligated" and sent immediately to vendors without Fiscal review, if the Delivery Order Release switch is on.

In addition, when the switch is on, IFCAP provides a report for Fiscal Service of the Delivery Orders that are obligated automatically (bypassing Fiscal). If the switch is off, Fiscal Service's review will be required before these orders are sent. 1.6.4 All Orders Release Switch

When the "All Orders" release switch is set to "on", there will be no Fiscal review of any orders; all orders are obligated automatically without fiscal review.

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## **CHAPTER 2 DELIVERY ORDERS**

### **2.2 Introduction**

There will be a separate menu to accommodate delivery orders within IFCAP. A delivery order is an order of purchase, for which the VA has an established contract. The Delivery Order [PRCH DELIVERY ORDER MENU] menu is a stand-alone menu. This menu is designed for purchasing contract items, and is not to be used to create requisitions. The Delivery Order Menu includes the following options:

- Enter Delivery Order
- Edit Delivery Order
- Enter Pharmaceutical PV Order
- Edit Pharmaceutical PV Order
- Create Delivery Order from Repetitive Item List
- Receive Delivery Order
- Amendment to Delivery Order
- Adjustment Voucher to Delivery Order
- (CD2) Convert Delivery Order to a 2237 Request
- (CDP) Convert Delivery Order to a Purchase Card Order
- Cancel an Incomplete Delivery Order
- Display Delivery Order

### **2.2 Enter Delivery Order**

#### **2.2.1 Introduction**

The Enter Delivery Order and Edit Delivery Order options will allow users to place delivery orders at the service level. Delivery orders are placed against an existing contract. The Method of processing (MOP) for Delivery Orders is “Invoice/Receiving Report”. This MOP is assigned as a default value. As with Control Point level purchase card orders (which require a receiving report), the process of creating a delivery order will be an abbreviated combination of the 2237 (file 410) and the purchase order (file 442) entry process.

#### **2.2.2 Menu Path**

Enter Delivery Order
Edit Delivery Order
Enter Pharmaceutical PV Order
Edit Pharmaceutical PV Order
Create Delivery Order From Repetitive Item List
Receive Delivery Order
Amendment To Delivery Order
Adjustment Voucher To Delivery Order
CD2 Convert Delivery Order to a 2237 Request
CDP Convert Delivery Order To a Purchase Card Order

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Cancel an Incomplete Delivery Order  
Display Delivery Order

Select Delivery Order Menu Option: **Enter Delivery Order**

### 2.2.3 Setup Parameters

Enter the station number if prompted. Next, enter the delivery order number followed by the Purchase Order (P.O.) date. IFCAP will then ask you if the order is an estimated order. At the "Estimated Order?" prompt enter Yes or No. The default is No. Estimated orders are orders that have an unknown cost or quantity. Orders for services, i.e., equipment repair, are often estimated orders, since the vendor doesn't determine the actual cost until the vendor completes the repair. Enter the Invoice Address followed by the D.O. Vendor. Enter the name of the vendor, or the first few letters of the vendor's name. You can type three question marks (???) at the prompt to list all of the vendors in the system. If you do not know which vendor has the item you want, follow the instructions in section 3.4 of the Control Point Clerk's Guide, "How to Consult the Item Master File". Enter the Fund Control Point (FCP) followed by the appropriate Cost Center.

Specify the location for delivery at the Delivery Location: prompt, and Enter where you want the VENDOR to deliver the purchase at the Ship To: prompt. Next, enter 'O' for Origin at the F.O.B. (Freight On Board) Point: prompt, if additional freight charges are due to the carrier at the time of delivery. Otherwise, destination is the default selection and can be accepted by pressing the enter key.

```
Select STATION NUMBER (^ TO EXIT): 688// WASHINGTON, DC
ENTER A NEW DELIVERY ORDER NUMBER OR A COMMON NUMBERING SERIES
DELIVERY ORDER: U0 688-U0 DO AUTHORIZED BUYER
Are you adding '688-U00004' as a new Purchase Order number ? Y (YES)
P.O. DATE: TODAY// (MAY 16, 2000)
METHOD OF PROCESSING: INVOICE/RECEIVING REPORT//
ESTIMATED ORDER?: N// NO
INVOICE ADDRESS: FMS//
PCDO VENDOR: 2 BAXTER HEALTHCARE CORPORATION PH:800 777-2298 NO: 2
ORD ADD:GOVERNMENT CUSTOMER SERVICE FMS:BAXTER CO
WAUKEGAN, IL 60085 CODE:878987634 FAX:123 456-7890

...OK? Yes//
FCP: 081 SPD 0160A1 10 0100 010028100
COST CENTER: 828100// Supply Processing and Distribution Section
Enter the word 'PATIENT' in the 'DELIVERY LOCATION' field for a direct delivery
to a patient.
DELIVERY LOCATION: PATIENT
SHIP TO: Warehouse//
F.O.B. POINT: DESTINATION// ?
Choose from:
D DESTINATION
O ORIGIN
F.O.B. POINT: DESTINATION// DESTINATIO
```

### 2.2.4 Delivery Date

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Enter the date that the purchase is due at the Delivery Date: prompt. Enter the proposal information that will subsequently be printed on the delivery order, if applicable at the Proposal: prompt. Not applicable can be entered in this free text field (3-45 characters).

At the Est. Shipping and/or handling: prompt, enter the estimated dollar amount between 0 and 9999.99. If there are estimated shipping and /or handling charges, enter the Budget Object Code (BOC) that will pay the charges at the Est. Shipping BOC: prompt.

Enter the line number at the Select Line Item Number: prompt, followed by entering the Item Master number for the items on the delivery order at the Line Master File No.: prompt. A description is given and can be edited by entering Yes at the Edit? No// prompt.

Enter the quantity of units that you want to purchase. Enter the unit of purchase (boxes, cases, etc.). If you do not know the unit of purchase, enter two question marks (??) at the prompt and IFCAP will list the available units of purchase. Enter the cost per unit at the Actual Unit Cost: prompt. Enter the minimum number of units you can order per shipping package at the Packaging Multiple: prompt. Enter the Unit Conversion Factor. This number is used to convert quantities purchased from Unit of Purchase to Unit of Issue.

Enter the stock number supplied by the vendor for the item.

Enter the national stock number (NSN).

At the Contract: prompt, enter a contract number if the purchase price and vendor is established by a purchasing contract with that vendor.

Enter the Federal Supply Classification of the item.

IFCAP might list some additional prompts based on the Federal Supply Classification. For instance, Enter the National Drug Code for the item if the Federal Supply Classification of the item is 6505. Another requires you to enter the food group of the item if this order is for Dietetics Service.

Enter the appropriate contract number at the Contract #: prompt.

Enter the Budget Object Code classification for the item at the BOC: prompt. It is optional to Enter comments about the item at the Comments: prompt.

If the Vendor is an Electronic Data Interchange (EDI) vendor, you will be prompted with Backorder (EDI): prompt. Enter Y if the Electronic Data Interchange system has set a backorder flag for the item and you want the vendor to place the item on backorder if the item is not available for immediate shipping. At the Substitute (EDI): prompt, enter Y if the Vendor is an Electronic Data Interchange (EDI) vendor and you want the vendor

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to supply a substitute item (provided the item ordered is not available for immediate shipping. )

At the Enter/Edit Delivery Schedule for this Item?: prompt, press the Enter Key or enter N if you want all of the items on your request delivered at once. If you enter a delivery schedule for the item, you are notifying the vendor that you want them to deliver different amounts of the items on different days. Make sure that the total number of items among all the delivery dates equals the total number of items you are ordering.

Enter the Sub-Control Point for the purchase if the purchase is from a specific budget within a Control Point.

If the entire delivery order is subject to a percent discount for prompt payment, enter the percent of the discount at the Select Prompt Payment Percent: prompt, followed by entering the term in days for prompt payment, at the Days(TERM): prompt.

```
DELIVERY DATE: TODAY+10// (MAY 27, 2000)
PROPOSAL: N/A//
EST. SHIPPING AND/OR HANDLING:
Select LINE ITEM NUMBER: 1
  LINE ITEM NUMBER: 1//
  ITEM MASTER FILE NO.: 100002   BLAIRS THINGS   ..
  DESCRIPTION:
  1> THINGS-METAL-POINTED
EDIT Option:
QUANTITY: 100
UNIT OF PURCHASE: EA//
ACTUAL UNIT COST: $4.3500//
PACKAGING MULTIPLE: 1// 50
UNIT CONVERSION FACTOR: 1// 10
VENDOR STOCK NUMBER: 8977//
NSN: 7510-28-276-3377//
FEDERAL SUPPLY CLASSIFICATION: 7510//
CONTRACT/BOA #: V797P6582A//
BOC: 2660 Operating Supplies and Materials Replace
Select LINE ITEM NUMBER:
COMMENTS:
  1>                0160A1  10 0100  010028100
Select SUB-CONTROL POINT:
Select PROMPT PAYMENT PERCENT: NET//
  DAYS (TERM): 30//
```

### 2.2.5 Review Delivery Order

After entering all of the required data for a delivery order, IFCAP will ask the user if they would like to 'Review Delivery Order?' and display the information for the delivery order in report form. An electronic signature is requested and then the system will display the 'Cost of this request' and the 'Current Control Point Balance'. When an electronic signature code is entered, if the user utilizes the General Inventory Package, the due-ins on the item will be set up. The DELIVERY ORDER switch at the station/Fund Control Point level that can be set by Fiscal. If set to YES, the order does not have to go through Fiscal for obligation. The proper FMS documents are created and sent to Austin. If the switch is set to NO, the order will be sent through Fiscal for the obligation process. IFCAP will generate a report that will show **all** delivery orders that did not

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come through Fiscal Service for obligation. This can be set up to run automatically on a designated printer in Accounting Service.

```

Review Delivery Order ? YES// (YES)

DELIVER ORDER: 688-U00012      STATUS: Order Not Completely Prepared
M.O.P.: INVOICE/RECEIVING REPORT  LAST PARTIAL RECD.:
      REQUESTING SERVICE:
VENDOR: BAXTER HEALTHCARE CORPORATION      SHIP TO: Warehouse
      GOVERNMENT CUSTOMER SERVICE          V.A. Medical Center
      3651 BIRCHWOOD DRIVE                  1 Main Street
      WAUKEGAN, IL 60085                   Washington, DC 20001
      8007772298
      ACCT # 454207487013                  DELIVERY HOURS:
      FMS Vendor Code: 878987634           8 am - 4 pm
    
```

---

```

FOB POINT: DESTINATION | PROPOSAL: N/A | AUTHORITY:
COST CENTER: 828100 |
TYPE: DELIVERY ORDER | BUYER:
DELIVER ON/BEFORE 5/27/2000 | CONTRACT: | B JOHNSON
DISCOUNT TERM: NET30 | V797P6582A | DATE: 5/17/2000
APP: 3640160-081 |
| TOTAL: 435.00
    
```

---

```

ENTER ^ TO HALT:
    
```

ITEM	DESCRIPTION	UNIT	TOTAL	COST	COST
		QTY UNIT			
1	THINGS-METAL-POINTED	100 EA	4.35	435.00	
	STK#: 8977				
	NSN: 7510-28-276-3377				
	Items per EA: 50				
	BOC: 2660 FMS LINE: 001 CONTRACT: V797P6582A				

---

```

END OF DISPLAY--PRESS RETURN OR ENTER ^ TO HALT:
Do You Want to Send This EDI?: N NO
Enter ELECTRONIC SIGNATURE CODE:          Thank you.

Print Delivery Order? YES
    
```

## 2.3 Edit Delivery Order

### 2.3.1 Introduction

The Edit Delivery Order option has the same prompts as the Enter Delivery Order option does. When a user has to modify the Delivery Order and has not signed off on it yet, they can use the Edit Delivery order option to make the changes. Users can accept the previously entered data at the prompts in the option or edit them by typing the entry behind the default

### 2.3.2 Menu Path

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Enter Delivery Order  
Edit Delivery Order  
Enter Pharmaceutical PV Order  
Edit Pharmaceutical PV Order  
Create Delivery Order From Repetitive Item List  
Receive Delivery Order  
Amendment To Delivery Order  
Adjustment Voucher To Delivery Order  
CD2 Convert Delivery Order to a 2237 Request  
CDP Convert Delivery Order To a Purchase Card Order  
Cancel an Incomplete Delivery Order  
Display Delivery Order

Select Delivery Orders Menu Option: **Edit Delivery Order**

### 2.3.3 Edit Option Prompts

Enter the station number, if prompted, followed by the Delivery Order number. All prompts can be edited in this option. Information previously entered will be proceeded by double slash marks, and are identified as default responses. To accept a default, press the Enter key. To edit the information, simply enter the new response behind the default, and the system will accept it.

```
Select STATION NUMBER (^ TO EXIT): 688// WASHINGTON, DC
P.O./REQ.NO.: 688-U00002 04-05-00 ST Order Not Completely Prepared
FCP: $ 0.00
P.O. DATE: APR 5,2000// t+10 (MAY 27, 2000)
METHOD OF PROCESSING: INVOICE/RECEIVING REPORT//
ESTIMATED ORDER?: NO//
INVOICE ADDRESS: FMS//
PCDO VENDOR: BAXTER HEALTHCARE CORPORATION//
FCP: 081 SPD 0160A1 10 0100 010028100
COST CENTER: 828100// Supply Processing and Distribution Section
Enter the word 'PATIENT' in the 'DELIVERY LOCATION' field for a direct delivery
to a patient.
DELIVERY LOCATION: Patient
```

## 2.4 Enter Pharmaceutical PV Order

### 2.4.1 Introduction

The Enter Pharmaceutical PV Order and Edit Pharmaceutical PV Order options will allow users to place pharmaceutical PV orders for delivery at the service level. Pharmaceutical PV orders are placed against an existing contract. The Method of processing (MOP) for Pharmaceutical PV Orders is "Auto Bank Payment" (Auto Bank is new method of processing to IFCAP). This MOP is not entered by the user; rather it is stuffed by the IFCAP system. No receiving is done on Pharmaceutical orders. Once the user signs the Pharmaceutical PV Order with their electronic signature code, the status of the order automatically changes to "Complete Order Received. There will be no receiving report transmitted to Austin.

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### 2.4.2 Menu Path

Enter Delivery Order  
Edit Delivery Order  
Enter Pharmaceutical PV Order  
Edit Pharmaceutical PV Order  
Create Delivery Order From Repetitive Item List  
Receive Delivery Order  
Amendment To Delivery Order  
Adjustment Voucher To Delivery Order  
CD2 Convert Delivery Order to a 2237 Request  
CDP Convert Delivery Order To a Purchase Card Order  
Cancel an Incomplete Delivery Order  
Display Delivery Order

Select Delivery Order Menu Option: **Enter Pharmaceutical PV Order**

### 2.4.3 Setup Parameters

Enter the station number if prompted, (which is usually defaulted to the correct number and the user can press the Enter key). Next, enter the purchase order number followed by the Purchase Order (P.O.) date. IFCAP will then ask you if the order is an estimate order. At the "Estimated Order?" prompt enter Yes or No. The default is No. Estimated orders are orders that have an unknown cost or quantity. Orders for services, i.e., equipment repair, are often estimated orders, since the vendor doesn't determine the actual cost until the vendor completes the repair. Enter the Invoice Address followed by the Purchase Card Delivery Order (P.C.D.O.) Vendor. Enter the name of the vendor, or the first few letters of the vendor's name. You can type three question marks (???) at the prompt to list all of the vendors in the system. If you do not know which vendor has the item you want, follow the instructions in section 3.4 of the Control Point Clerk's Guide, "How to Consult the Item Master File". Enter the Fund Control Point (FCP) followed by the appropriate Cost Center.

Specify the location for delivery at the Delivery Location: prompt, and Enter where you want the VENDOR to deliver the purchase at the Ship To: prompt.

```
Select STATION NUMBER (^ TO EXIT): 688// WASHINGTON, DC

ENTER A NEW DELIVERY ORDER NUMBER OR A COMMON NUMBERING SERIES
DELIVERY ORDER: 688-U0 DO AUTHORIZED BUYER
Are you adding '688-U00013' as a new Purchase Order number ? y (YES)
P.O. DATE: TODAY//
PCDO VENDOR: BAXTER HEALTHCARE CORPORATION PH:800 777-2298 NO: 2
ORD ADD:GOVERNMENT CUSTOMER SERVICE FMS:BAXTER CO
WAUKEGAN, IL 60085 CODE:878987634 FAX:123 456-7890

...OK? Yes// (Yes)
FCP: 081 SPD 0160A1 10 0100 010028100
COST CENTER: 828100// Supply Processing and Distribution Section
Enter the word 'PATIENT' in the 'DELIVERY LOCATION' field for a direct delivery
to a patient.
DELIVERY LOCATION:
```

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SHIP TO: Warehouse//

### 2.4.4 Order Information

Enter the date that the purchase is due at the Delivery Date: prompt. Enter the line number at the Select Line Item Number: prompt, followed by entering the Item Master number for the items on the delivery order at the Line Master File No.: prompt. A description is given and can be edited by entering Yes at the Edit? No// prompt. Enter the quantity of units that you want to purchase. Enter the unit of purchase (boxes, cases, etc.). If you do not know the unit of purchase, enter two question marks (??) at the prompt and IFCAP will list the available units of purchase. Enter the cost per unit at the Actual Unit Cost: prompt.

```
DELIVERY DATE: TODAY+1// (MAY 18, 2000)
Select LINE ITEM NUMBER: 1
LINE ITEM NUMBER: 1//
ITEM MASTER FILE NO.: 100002   BLAIRS THINGS   ..
DESCRIPTION:
1> THINGS-METAL-POINTED
EDIT Option:
QUANTITY: 100
UNIT OF PURCHASE: EA//
ACTUAL UNIT COST: $0.0000// 2.25   $2.2500
BOC: 2631 Drugs, Medicines and Chemical Supplies
    Replace
Select LINE ITEM NUMBER:
COMMENTS:
1>NONE
2>
EDIT Option:                0160A1  10 0100  010028100

    Edit? NO// <RETURN>
QUANTITY: 100
UNIT OF PURCHASE: BX
ACTUAL UNIT COST: $20.00
Select LINE ITEM NUMBER: <RETURN>
COMMENTS:
No existing text
Edit? NO// <RETURN>
Select SUB-CONTROL POINT: <RETURN>
Select PROMPT PAYMENT PERCENT: NET
DAYS (TERM): 30// <RETURN>
```

### 2.4.5 Review Delivery Order

After entering all of the required data for a delivery order, IFCAP will ask the user if they would like to 'Review Delivery Order?' and display the information for the delivery order in report form. An electronic signature is requested and then the system will display the 'Cost of this request' and the 'Current Control Point Balance'. When an electronic signature code is entered, if the user utilizes the General Inventory Package, the due-ins on the item will be set up.

```
Review Delivery Order ? YES// <ENTER> (YES)
DELIVER ORDER: 688-U00015      STATUS: Order Not Completely Prepared
```

## ATTACHMENT "A" DELIVERY ORDER USER'S GUIDE

M.O.P.: AUTO BANK PAYMENT      LAST PARTIAL RECD.:  
 REQUESTING SERVICE:  
 VENDOR: BAXTER HEALTHCARE CORPORATION      SHIP TO: Warehouse  
 GOVERNMENT CUSTOMER SERVICE      V.A. Medical Center  
 3651 BIRCHWOOD DRIVE      1 Main Street  
 WAUKEGAN, IL 60085      Washington, DC 20001  
 8007772298  
 ACCT # 454207487013      DELIVERY HOURS:  
 FMS Vendor Code: 878987634      8 am - 4 pm

DELIVERY LOCATION: PATIENT

FOB POINT: DESTINATION    | PROPOSAL: N/A      | AUTHORITY:  
 COST CENTER: 828100      |                      |  
 TYPE: DELIVERY ORDER    |                      | BUYER:  
 DELIVER ON/BEFORE 5/18/2000 | CONTRACT:          | B JOHNSON  
 DISCOUNT TERM:          | V797P6582A      | DATE: 5/17/2000  
 APP: 3640160-081          |                      |  
    | TOTAL: 225.00

-----  
 ENTER '^' TO HALT:

ITEM	DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL COST
1	THINGS-METAL-POINTED	100	EA	2.25	225.00
	STK#: 8977				
	NSN: 7510-28-276-3377				
	Items per EA: 1				
	BOC: 2631    FMS LINE: 001    CONTRACT: V797P6582A				

NONE

END OF DISPLAY--PRESS RETURN OR ENTER '^' TO HALT:  
 Do You Want to Send This EDI?: N NO  
 Enter ELECTRONIC SIGNATURE CODE:      Thank you.  
 Print Delivery Order? YES  
 Cost of this request: \$60.00  
 Current Control Point Balance: \$-600424.53  
 ...now generating the PHA transaction  
 ...updating running balance status fields in 410...WITH 2237  
 ...now generating the FMS Miscellaneous Order (MO) Document...  
 ..EXCUSE ME, LET ME PUT YOU ON 'HOLD' FOR A SECOND...

### 2.5 Edit Pharmaceutical PV Order

#### 2.5.1 Introduction

The Edit Pharmaceutical PV Order option has the same prompts as the Enter Pharmaceutical PV Order option does. When a user has to modify the Pharmaceutical PV Order and has not signed off on it yet, they can use the Edit Delivery order option to make the changes. Users can accept the previously entered data at the prompts in the option or edit them by typing the entry behind the default

#### 2.5.2 Menu Path

Enter Delivery Order

## ATTACHMENT "A" DELIVERY ORDER USER'S GUIDE

Edit Delivery Order  
Enter Pharmaceutical PV Order  
Edit Pharmaceutical PV Order  
Create Delivery Order From Repetitive Item List  
Receive Delivery Order  
Amendment To Delivery Order  
Adjustment Voucher To Delivery Order  
CD2 Convert Delivery Order to a 2237 Request  
CDP Convert Delivery Order To a Purchase Card Order  
Cancel an Incomplete Delivery Order  
Display Delivery Order

Select Delivery Orders Menu Option: **Edit Pharmaceutical PV Order**

### 2.5.3 Edit option prompts

Enter the station number if prompted, followed by the Purchase Order (P.O.) number. All prompts can be edited in this option. Information previously entered will be preceded by double slash marks, and are identified as default responses. To accept a default, press the Enter key. To edit the information, simply enter the new response behind the default, and the system will accept it.

### 2.6 Create Delivery Order From Repetitive Item List

## 2.6 Delivery Order from Repetitive Item List

### 2.6.1 Introduction

When a user creates a delivery order from a repetitive item list, IFCAP will adjust the due-in inventory balances for the items on the order.

### 2.6.2 Menu Path

Enter Delivery Order  
Edit Delivery Order  
Enter Pharmaceutical PV Order  
Edit Pharmaceutical PV Order  
Create Delivery Order From Repetitive Item List  
Receive Delivery Order  
Amendment To Delivery Order  
Adjustment Voucher To Delivery Order  
CD2 Convert Delivery Order to a 2237 Request  
CDP Convert Delivery Order To a Purchase Card Order  
Cancel an Incomplete Delivery Order  
Display Delivery Order

Select Delivery Order Menu Option: **Create Delivery Order From Repetitive Item List**

### 2.6.3 Select Repetitive Item List

Enter the repetitive item list you want to use at the Select Repetitive Item List Entry Number: prompt. If your station has substations, IFCAP will prompt you for the substation for which you are ordering the items. You can enter a question mark at the Substation: prompt to see a list of available substations.

Select REPETITIVE ITEM LIST ENTRY NUMBER: 688-00-3-036-828100-0001 04-13-00

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# OF ITEMS: 5 TOTAL COST: 3885.26  
This repetitive item list has the following vendors:

AMSCO INTERNATIONAL  
RACHEL  
SOUTHEASTERN HOSPITAL SUPPLY/DURR  
SUPPLY WAREHOUSE  
WESTERN MEDICAL LTD

ENTER A NEW DELIVERY ORDER NUMBER OR A COMMON NUMBERING SERIES  
DELIVERY ORDER: u0 688-U0 DO AUTHORIZED BUYER

Are you adding '688-U00044' as a new Purchase Order number ? y (YES)  
Edit request 688-U00044? Yes// n (No)  
Request 688-U00044 has been created.  
The vendor for this request is: RACHEL  
Total cost of request: \$230.00  
Total items on delivery request: 1

ENTER A NEW DELIVERY ORDER NUMBER OR A COMMON NUMBERING SERIES  
DELIVERY ORDER: u0 688-U0 DO AUTHORIZED BUYER

Are you adding '688-U00045' as a new Purchase Order number ? y (YES)  
Edit request 688-U00045? Yes// n (No)  
Request 688-U00045 has been created.  
The vendor for this request is: SOUTHEASTERN HOSPITAL SUPPLY/DURR  
Total cost of request: \$0.90  
Total items on delivery request: 1

ENTER A NEW DELIVERY ORDER NUMBER OR A COMMON NUMBERING SERIES  
DELIVERY ORDER: u0 688-U0 DO AUTHORIZED BUYER

Are you adding '688-U00046' as a new Purchase Order number ? y (YES)  
Edit request 688-U00046? Yes// n (No)  
Request 688-U00046 has been created.  
The vendor for this request is: WESTERN MEDICAL LTD  
Total cost of request: \$20.28  
Total items on delivery request: 1

Total number of requests generated: 3  
Total cost of all requests: \$251.18  
Generating delivery orders....  
Request 688-00-3-036-0032 created.

Request 688-00-3-036-0033 created.

Request 688-00-3-036-0034 created.

### 2.6.4 Listing

IFCAP will print a report of the new delivery order, listing the delivery order number, the vendor, the number of items on the order, and the cost of the order. If the repetitive item list still has some items that do not have contract numbers, IFCAP will return to the Delivery Order Menu. If the repetitive item list is empty, IFCAP will prompt you to declare whether you want to re-use the repetitive item list. Enter N to delete the repetitive item list. IFCAP will return to the Delivery Order Menu.

Do you wish to re-use this list? No// (No)  
End of processing.

## ATTACHMENT "A" DELIVERY ORDER USER'S GUIDE

### 2.7 Receive Delivery Order

#### 2.7.1 Introduction

This option is similar to the Receipt of Purchase Order option in the Warehouse Menu, but is limited to Delivery Orders only. Users will only be able to report the receipt of items for which they are the authorized buyer. IFCAP will update inventory due-ins at the end of the receipt process.

#### 2.7.2 Menu Path

```
Enter Delivery Order
Edit Delivery Order
Enter Pharmaceutical PV Order
Edit Pharmaceutical PV Order
Create Delivery Order From Repetitive Item List
Receive Delivery Order
Amendment To Delivery Order
Adjustment Voucher To Delivery Order
CD2  Convert Delivery Order to a 2237 Request
CDP  Convert Delivery Order To a Purchase Card Order
      Cancel an Incomplete Delivery Order
      Display Delivery Order
```

Enter ?? for more options, ??? for brief descriptions, ?OPTION for help text.

Select Delivery Order Menu Option: **Receive Delivery Order**

#### 2.7.3 Data Display

Enter the Station Number if prompted, and the Delivery Order number to be received, IFCAP will display the delivery order number with the station number as a prefix. In addition, the status of the order, the Fund Control Point, and the purchasing agent that created the delivery order is displayed. Type Y for Yes at the Review Delivery Order?: prompt.

```
Select STATION NUMBER (^ TO EXIT): 688//  WASHINGTON, DC
```

```
PURCHASE ORDER: U00001 688-U00001 02-23-00 ST Pending Fiscal Action
FCP: 081 $ 106.20
PA/PPM/AUTHORIZED BUYER: MCGAUGH,M
```

```
REVIEW PURCHASE ORDER? NO// Y (YES)
```

#### 2.7.4 Check for Shipping Discrepancy

Compare the goods to the items on the delivery order record in IFCAP. The IFCAP line item for the goods should be the same as the goods delivered, unless the delivery order indicates that the item has been extracted for purchase elsewhere or canceled. Otherwise, if the goods delivered are not the same in type or quantity, there is a shipping discrepancy. If there is a discrepancy other than receipt of a lesser or greater

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**DELIVERY ORDER USER'S GUIDE**

than quantity that IFCAP lists for the purchase, quit the Receive Delivery Order option by entering a caret (^) at the prompts. If there is a greater quantity delivered than IFCAP lists for the purchase, enter the date received.

DELIVER ORDER: 688-U00001      STATUS: Pending Fiscal Action  
M.O.P.: INVOICE/RECEIVING REPORT    LAST PARTIAL RECD.:  
REQUESTING SERVICE:  
VENDOR: BAXTER HEALTHCARE CORPORATION      SHIP TO: Warehouse  
GOVERNMENT CUSTOMER SERVICE      V.A. Medical Center  
3651 BIRCHWOOD DRIVE      1 Main Street  
WAUKEGAN, IL 60085      Washington, DC 20001  
8007772298  
ACCT # 454207487013      DELIVERY HOURS:  
FMS Vendor Code: 878987634      8 am - 4 pm

DELIVERY LOCATION: RM 3 BLD 6

FOB POINT: DESTINATION    | PROPOSAL: N/A      | AUTHORITY:  
COST CENTER: 828100      |  
TYPE: DELIVERY ORDER      | BUYER:  
DELIVER ON/BEFORE 3/4/2000 | CONTRACT:      | M MCGAUGH  
DISCOUNT TERM: NET30    | V797P6582A      | DATE: 2/23/2000  
APP: 3640160-081      |  
   | TOTAL: 106.20

ITEM	DESCRIPTION	QTY	UNIT	COST	COST
1	THINGS-METAL-POINTED STK#: 8977 NSN: 7510-28-276-3377 Items per EA: 1 BOC: 2660 FMS LINE: 001 CONTRACT: V797P6582A	12	EA	4.35	52.20
2	WIDGETS-WOODEN-MULTI-PURPOSE NSN: 7510-23-228-3937 Items per EA: 1 BOC: 2660 FMS LINE: 001 CONTRACT: V797P6582A	10	EA	5.40	54.00

V.A. TRANSACTION NUMBERS:  
688-00-2-081-0006

END OF DISPLAY--PRESS RETURN OR ENTER '^' TO HALT:

**2.7.5 Receipt of Item**

If there are no discrepancies between the shipment and the delivery order, enter the date received, followed by entering the line item number for the purchase at the Line Item: prompt. Enter A at the Line Item: prompt to scroll through all outstanding items on the delivery order. Enter C to complete the delivery order as is. Enter your electronic signature code and print the receiving report. Type Y for yes at the Approve this receiving report and print in Receiving?: prompt. If the delivery order switch is not set to bypass Fiscal Service and the method of processing is not "Auto Bank Payment", IFCAP will ask you if you want to print the receiving report in Fiscal Service. If you want to enter another receiving report, enter another delivery order number at the Delivery Order: prompt. Otherwise, press the Enter key to return to the Delivery Order Menu.

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**Note: If you make a mistake during the Receive Delivery Order option, enter N at the DO YOU WANT TO ALSO PRINT THE REPORT IN FISCAL? prompt.**

```

DATE RECEIVED: TODAY// (MAY 17, 2000)

LINE ITEM: 1

Item: 1 1 THINGS-METAL-POINTED
      STK#: 8977      NSN: 7510-28-276-3377
      THINGS-METAL-POINTED
UNIT OF PRCH: EA      QTY ORDERED: 12      PREVIOUSLY RECEIVED: 0

      QTY BEING RECEIVED: 10//      AMOUNT: 43.50

LINE ITEM: C
  Complete P.O. as is? YES// Y (YES)

PURCHASE ORDER: 688-U00001      STATUS: Pending Fiscal Action
PROCESSING: INVOICE/RECEIVING REPORT PARTIAL: 1 5/17/2000
-----
ITEM      DESCRIPTION      QTY  UNIT  COST  REC  TOTAL
-----
  1 THINGS-METAL-POINTED      12  EA   4.35  10  43.50
    IMF #: 100002  CONTRACT: V797P6582A

  2 WIDGETS-WOODEN-MULTI-PURPOSE  10  EA   5.40  10  54.00
    IMF #: 100003  CONTRACT: V797P6582A

                        Total Amount:      97.50

Approve this receiving report and print in Receiving ? YES// Y (YES)
Enter ELECTRONIC SIGNATURE CODE:      Thank you.
Do you want to also print Receiving Report in FISCAL ? YES// <ENTER> (YES)

DELIVERY ORDER:
  
```

## 2.8 Amendment to Delivery Order

### 2.8.1 Introduction

IFCAP will allow amendments to the following fields: SHIP TO; LINE ITEM ADD; LINE ITEM EDIT; LINE ITEM DELETE; MAIL INVOICE; EST SHIPPING/HANDLING; PROMPT PAYMENT; Authority Edit and F.O.B.

A user can also amend a VENDOR, however the system will prompt for a valid contract number for each line item. Amendments will follow the DELIVERY ORDER switch and either be routed through Accounting Service or obligated automatically. Inventory due-ins information will also be updated through Accounting Service or obligated automatically.

### 2.8.2 Menu Path

```

Enter Delivery Order
Edit Delivery Order
  
```

## ATTACHMENT "A" DELIVERY ORDER USER'S GUIDE

Enter Pharmaceutical PV Order  
Edit Pharmaceutical PV Order  
Create Delivery Order From Repetitive Item List  
Receive Delivery Order  
Amendment To Delivery Order  
Adjustment Voucher To Delivery Order  
CD2 Convert Delivery Order to a 2237 Request  
CDP Convert Delivery Order To a Purchase Card Order  
Cancel an Incomplete Delivery Order  
Display Delivery Order

Select Delivery Order Menu Option: **Amendment to Delivery Order**

### 2.8.3 Order Information

Enter a station number. Enter a purchase order number. IFCAP will display the date, A&MM status, Fund Control Point, cost of the order, and Vendor name. At the Effective Date: prompt, enter the date that the amendment will take effect, or press the Enter key to accept the default of today's date. At the Authority: prompt, enter the authority by which you amend the delivery order. If you do not know the applicable authorization, enter three question marks and IFCAP will list the available authority categories. Enter comments about the amendment if you like at the Type Comments: prompt. At the Contractor Required to Sign: prompt, enter Y if the contractor has to sign the amendment showing that they accept the terms of the amendment. The system will generate a list of available amendment types. Enter the type of amendment you are making to the delivery order.

The user must respond with the corresponding code from the list of Amendment (name) types. You may see additional prompts not described here, depending on which amendment type you choose. If you choose the amendment "Line Item Add", answer Y at the Add Line Item?: prompt and enter an Item Master File number and description for the item. Enter Quantity, Unit of Purchase, Unit of Cost, and Packaging information about the new item.

```
Select STATION NUMBER (^ TO EXIT): 658// <ENTER> SALEM, VA
Select Delivery Orders Menu Option: amendment To Delivery Order

Select STATION NUMBER (^ TO EXIT): 688// WASHINGTON, DC

PURCHASE ORDER: u0
 1 U00001 688-U00001 02-04-00 ST Order Not Completely Prepared
   FCP: 060 $ 0.00
 2 U00002 688-U00002 02-04-00 ST Cancelled Order
   FCP: 110 $ 3.40
 3 U00003 688-U00003 02-04-00 ST Partial Order Received
   FCP: 110 $ 5144.00
 4 U00004 688-U00004 02-04-00 ST Partial Order Received
   FCP: 060 $ 2660.00
 5 U00005 688-U00005 02-04-00 ST Ordered (No Fiscal Action Required)
   FCP: 110 $ 5.32
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5:
 6 U00006 688-U00006 02-07-00 ST Ordered (No Fiscal Action Required)
   FCP: 060 $ 5320.00
```

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**DELIVERY ORDER USER'S GUIDE**

```
7 U00007 688-U00007 02-08-00 ST Cancelled Order
   FCP: 110 $ 0.00
8 U00008 688-U00008 02-08-00 ST Order Not Completely Prepared
   FCP: 110 $ 0.00
9 U00009 688-U00009 02-09-00 ST Order Not Completely Prepared
   FCP: 110 $ 1.00
10 U00010 688-U00010 02-09-00 ST Ordered (No Fiscal Action Required)
   FCP: 110 $ 1.00
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-10: 6 688-U00006 02-07-00 ST Ordered (No Fiscal Action Required)
   FCP: 060 $ 5320.00

Amendment Number: 1

...copying Purchase Order into work file...

...HMMM, HOLD ON...
EFFECTIVE DATE: TODAY// (JUN 07, 2000)
AUTHORITY: D// OTHER (specify type of modification and authority)
TYPE COMMENTS:
CONTRACTOR REQUIRED TO SIGN?: NO// NO

Select one of the following:

1 Change VENDOR
2 AUTHORITY Edit
3 LINE ITEM Add
4 LINE ITEM Delete
5 LINE ITEM Edit
6 F.O.B. Point
7 SHIP TO Edit
8 Edit MAIL INVOICE TO
9 EST. SHIPPING Edit
10 PROMPT PAYMENT Edit

Select TYPE OF AMENDMENT NUMBER: 3 LINE ITEM Add
...EXCUSE ME, JUST A MOMENT PLEASE...
ADD LINE ITEM 2? NO// y (YES)
ITEM MASTER FILE NO.: 3094 CONTRACT ITEM ..
DESCRIPTION:
1> CONTRACT ITEM TO TEST DELIVERY ORDERS
EDIT Option:
QUANTITY: 12
UNIT OF PURCHASE: EA//
ACTUAL UNIT COST: $2.6600//
PACKAGING MULTIPLE: 1//
```

**2.8.4 Item Information**

Enter the Unit Conversion Factor. At the Vendor Stock Number: prompt, enter the stock number supplied by the vendor for the item. Enter the national stock number (NSN). Enter the Federal Supply Classification of the item. IFCAP might list some additional prompts based on the Federal Supply Classification. At the Contract #: prompt, enter a contract number if the purchase price and vendor is established by the purchasing contract with that vendor. Enter the Budget Object Code classification for the item at the BOC: prompt. If you do not know the Budget Object Code, enter three question marks at the prompt and IFCAP will display the available Budget Object Codes. At the Backorder (EDI) prompt, enter Y if the Electronic Data Interchange system has set a

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backorder flag for the item. Also enter Yes if the vendor is an Electronic Data Interchange (EDI) vendor and you want the vendor to place the item on backorder if the item is not available for immediate shipping. At the Substitute (EDI) prompt, enter Y if the vendor is an Electronic Data Interchange (EDI) vendor and you want the vendor to supply an substitute item (provided the item you ordered is not available for immediate shipping).

UNIT CONVERSION FACTOR: 1// VENDOR STOCK NUMBER: 4565// NSN: 7510-88-723-3375// FEDERAL SUPPLY CLASSIFICATION: 9999// CONTRACT/BOA #: MCG-0079// BOC: 2660 Operating Supplies and Materials Replace BACKORDER (EDI): SUBSTITUTE (EDI)
--

**2.8.5 Delivery Schedules**

At the Enter/Edit Delivery Schedule for this Item?: prompt, press the Enter key or enter N if you want all of the items on your request delivered at once. If you enter a delivery schedule for the item, you are notifying the vendor that you want them to deliver different amounts of the items on different days. Make sure that the total number of items among all of the delivery dates equals the total number of items you are ordering. To make additional amendments, choose a new type of amendment to the delivery order. Once again, a list is provided to choose from. If you choose the "F.O.B. Point" amendment, enter O for origin at the F.O.B. (Freight On Board) Point: prompt if additional freight charges are due to the carrier at the time of delivery. If there are estimated shipping and/or handling charges, enter the Budget Object Code (BOC) that will pay the charges at the Est. Shipping BOC: prompt. Enter another amendment number, or press the Enter key. Enter the delivery date of the item. Enter the Amendment/Adjustment Status. You can enter a question mark at the prompt to see a list of available status. Enter a justification for the amendment. You can review the amendment, by answering Yes to the Review Amendment ? YES// prompt. To approve the amendment, enter Y at the Approve and print Amendment number?: prompt. Enter your electronic signature code. Enter a printer device.

Select one of the following:

- 1 Change VENDOR
- 2 AUTHORITY Edit
- 3 LINE ITEM Add
- 4 LINE ITEM Delete
- 5 LINE ITEM Edit
- 6 F.O.B. Point
- 7 SHIP TO Edit
- 8 Edit MAIL INVOICE TO
- 9 EST. SHIPPING Edit
- 10 PROMPT PAYMENT Edit

Select TYPE OF AMENDMENT NUMBER:  
DELIVERY DATE: FEB 17,2000//

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```
AMENDMENT/ADJUSTMENT STATUS: Ordered (No Fiscal Action)-Amended
//                               23
JUSTIFICATION: NEED IT
Review Amendment ? YES//

Approve Amendment number 1: ? NO// Y (YES)
Enter ELECTRONIC SIGNATURE CODE:           Thank you.
SEND TO SUPPLY
QUEUE ON DEVICE:
```

### 2.9 Adjustment Voucher to Delivery Order

#### 2.9.1 Introduction

Use this option to decrease the quantity received on a receiving report for a delivery order. This option will follow the prompts of the current Adjustment Voucher option. Depending upon where the order is in the system, the system will update the status to one of the following:

- Ordered (No Fiscal Action Required) - Amended
- Partial Order Received (Amended)
- Complete Order Received (Amended)
- Transaction Complete (Amended)

**Note: IFCAP does NOT transmit amendments to EDI orders to the EDI vendor. You must contact the vendor to inform the vendor of the amendment.**

#### 2.9.2 Menu Path

```
Enter Delivery Order
Edit Delivery Order
Enter Pharmaceutical PV Order
Edit Pharmaceutical PV Order
Create Delivery Order From Repetitive Item List
Receive Delivery Order
Amendment To Delivery Order
Adjustment Voucher To Delivery Order
CD2  Convert Delivery Order to a 2237 Request
CDP  Convert Delivery Order To a Purchase Card Order
      Cancel an Incomplete Delivery Order
      Display Delivery Order
```

Select Delivery Order Menu Option: **Adjustment Voucher to Delivery Order**

#### 2.9.3 Listing

Enter a station number. Enter a delivery order number, or enter a question mark to see a list of available delivery orders. The system will display the adjustment number and ask the user 'Do you wish to continue? YES//'.

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At the Effective Date: prompt, enter the date that the adjustment will take effect. You may enter the new status of the delivery order at the Amendment/Adjustment Status: prompt, or enter a question mark to see a list of valid status. If the status is changed to Partial Order Received, select a date of a receiving report at the Select Partial Date: prompt. If you do not know the report date, enter a question mark and IFCAP will list the available dates.

```
Select STATION NUMBER (^ TO EXIT): 688//   WASHINGTON, DC

PURCHASE ORDER: U00001 688-U00001 02-23-00 ST Pending Fiscal Action
      FCP: 081   $ 106.20
      Adjustment number: 1
      Do you wish to continue? YES// Y (YES)
EFFECTIVE DATE: T (MAY 22, 2000)
AMENDMENT/ADJUSTMENT STATUS:
Select PARTIAL DATE: ?
Answer with PARTIAL NUMBER, or DATE:
1      MAY 17, 2000

Select PARTIAL DATE: 1 5-17-2000
...SORRY, THIS MAY TAKE A FEW MOMENTS...
```

### 2.9.4 Item Selection

Enter the item you want to adjust at the Select Item: prompt. Enter the actual quantity received at the Qty Being Received: prompt. You may select another item, or press the Enter key. You can review the adjustment and edit the description of the adjustment voucher. If the adjustment is correct, approve the adjustment and enter your electronic signature code. IFCAP will update the record of items due at the inventory point based on the adjustment. Enter another delivery order at the Delivery Order: prompt, or press the Enter key to return to the Delivery Order Menu.

```
Select ITEM: ?
Answer with ITEM LINE ITEM NUMBER
Choose from:
1  THINGS-METAL-POINTED
2  WIDGETS-WOODEN-MULTI-PURPOSE

Select ITEM: 1 THINGS-METAL-POINTED
QTY BEING RECEIVED: 10// 9
Select ITEM:

Review Adjustment ? YES// n (NO)
Edit Description ? NO// N (NO)
Approve and print (in FISCAL and SUPPLY) Adjustment no.: 1? NO// Y (YES)
Enter ELECTRONIC SIGNATURE CODE:          Thank you.
...EXCUSE ME, I'M WORKING AS FAST AS I CAN...
...please wait while I update the due-ins at the inventory points...
SEND TO SUPPLY
```

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**2.10 Convert a Delivery Order to a 2237 Request**

**2.10.1 Introduction**

IFCAP users may attempt to order items on a Delivery Order that must be ordered on a VA Form 90-2237 (Request, Turn-in and Receipt for Property or Services), such as posted stock items. Use this option to convert a delivery order into a 2237 order.

**2.10.2 Menu Path**

- Enter Delivery Order
- Edit Delivery Order
- Enter Pharmaceutical PV Order
- Edit Pharmaceutical PV Order
- Create Delivery Order From Repetitive Item List
- Receive Delivery Order
- Amendment To Delivery Order
- Adjustment Voucher To Delivery Order
- CD2 Convert Delivery Order to a 2237 Request
- CDP Convert Delivery Order To a Purchase Card Order
- Cancel an Incomplete Delivery Order
- Display Delivery Order

Select Delivery Order Menu Option: Convert **Delivery Order to a 2237 Request**

**2.10.3 Select Delivery Order**

Enter the Station Number, and a Delivery order number. IFCAP will display the number assigned by the system, for the new 2237 order.

**Note: You must use the Edit A 2237 (Service) option in the Process a Request Menu to submit the 2237 order for purchase.**

Select Delivery Orders Menu Option: CD2 Convert Delivery Order to a 2237 Request

Select STATION NUMBER (^ TO EXIT): 688// WASHINGTON, DC

P.O./REQ. NO.: U0

1	U00001	688-U00001	02-04-00	ST	Order Not Completely Prepared
		FCP: 060	\$ 0.00		
2	U00002	688-U00002	02-04-00	ST	Cancelled Order
		FCP: 110	\$ 3.40		
3	U00007	688-U00007	02-08-00	ST	Order Not Completely Prepared
		FCP: 110	\$ 0.00		
4	U00008	688-U00008	02-08-00	ST	Order Not Completely Prepared
		FCP: 110	\$ 0.00		
5	U00009	688-U00009	02-09-00	ST	Order Not Completely Prepared
		FCP: 110	\$ 1.00		

Press <RETURN> to see more, '^' to exit this list, OR

CHOOSE 1-5: 3 688-U00007 02-08-00 ST Order Not Completely Prepared

FCP: 110 \$ 0.00

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- 1) 688-DEBBI'S PRIMARY
- 2) 688-DEBBI'S PRIMARY2

Select INVENTORY POINT: (1-2): 1 688-DEBBI'S PRIMARY

Use transaction 688-00-2-110-0047 to access this record from your fund control point.

Conversion completed.

### 2.11 Convert Delivery Order to a Purchase Card Order

#### 2.11.1 Introduction

If you create a delivery order for items that are not available on an established contract with a vendor, you will need to translate the delivery order into a purchase card order.

Note: Delivery Orders that have been completed and electronically signed, can not be converted to a Purchase Card Order

#### 2.11.2 Menu Path

- Enter Delivery Order
- Edit Delivery Order
- Enter Pharmaceutical PV Order
- Edit Pharmaceutical PV Order
- Create Delivery Order From Repetitive Item List
- Receive Delivery Order
- Amendment To Delivery Order
- Adjustment Voucher To Delivery Order
- CD2 Convert Delivery Order to a 2237 Request
- CDP Convert Delivery Order To a Purchase Card Order
- Cancel an Incomplete Delivery Order
- Display Delivery Order

Enter ?? for more options, ??? for brief descriptions, ?OPTION for help text.

Select Delivery Orders Menu Option: Convert Delivery Order To a Purchase Card Order

#### 2.11.3 Select Order Number

Enter a Station Number and a Delivery Order Number. The system will ask for the Common Numbering Series, for the New Purchase Card Number. The user can enter double question marks (??) to see a display of options. After that selection has been made. IFCAP will display the assigned number for the new purchase card order.

You have 477 new messages. (Last arrival: 07 Jun 00 16:55)  
Select Delivery Orders Menu Option: CDP Convert Delivery Order To a Purchase Card Order

Select STATION NUMBER (^ TO EXIT): 688// WASHINGTON, DC  
Select DELIVERY ORDER NUMBER: U0  
1 U00001 688-U00001 02-04-00 ST Order Not Completely Prepared

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```
FCP: 060 $ 0.00
2 U00002 688-U00002 02-04-00 ST Order Not Completely Prepared
FCP: 110 $ 3.40
3 U00007 688-U00007 02-08-00 ST Order Not Completely Prepared
FCP: 110 $ 0.00
4 U00008 688-U00008 02-08-00 ST Order Not Completely Prepared
FCP: 110 $ 0.00
5 U00009 688-U00009 02-09-00 ST Order Not Completely Prepared
FCP: 110 $ 1.00
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 2 688-U00002 02-04-00 ST Order Not Completely Prepared
FCP: 110 $ 3.40

ENTER A NEW PURCHASE ORDER NUMBER OR A COMMON NUMBERING SERIES
PURCHASE ORDER: P05 688-P05 PC AUTHORIZED BUYER
Are you adding '688-P05184' as a new Purchase Order number ? Y (YES)

This delivery order is now converted to a purchase card order

The Deliver Order No: U00002 has been converted
to Purchase Card Order No: P05184

This purchase card order must be edited.
PURCHASE ORDER:
```

### 2.12 Cancel an Incomplete Delivery Order

#### 2.12.1 Introduction

The Cancel an Incomplete Delivery Order Option allows users to

#### 2.12.2 Menu Path

```
Enter Delivery Order
Edit Delivery Order
Enter Pharmaceutical PV Order
Edit Pharmaceutical PV Order
Create Delivery Order From Repetitive Item List
Receive Delivery Order
Amendment To Delivery Order
Adjustment Voucher To Delivery Order
CD2 Convert Delivery Order to a 2237 Request
CDP Convert Delivery Order To a Purchase Card Order
Cancel an Incomplete Delivery Order
Display Delivery Order

Select Delivery Orders Menu Option: Cancel an Incomplete Delivery Order
```

#### 2.12.3 Cancel the Order

Enter a Delivery Order Number. The user can enter double question marks (??) to see a display of delivery order numbers. After that selection has been made, IFCAP will ask 'Are you sure you want to cancel this order? NO//'. The default is No, just in case the

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user accidentally enters too many returns. Respond Yes to cancel the requested delivery order number.

Select DELIVERY ORDER NUMBER: U00014 688-U00014 05-17-00 AB Order Not Completely Prepared  
FCP: 081 \$ 0.00  
Are sure you want to cancel this order? NO// Y (YES)

### 2.13 Display Delivery Order

#### 2.13.1 Introduction

The Display Delivery Order Option allows users to display a complete report of a delivery order.

#### 2.13.2 Menu Path

- Enter Delivery Order
- Edit Delivery Order
- Enter Pharmaceutical PV Order
- Edit Pharmaceutical PV Order
- Create Delivery Order From Repetitive Item List
- Receive Delivery Order
- Amendment To Delivery Order
- Adjustment Voucher To Delivery Order
- CD2 Convert Delivery Order to a 2237 Request
- CDP Convert Delivery Order To a Purchase Card Order
- Cancel an Incomplete Delivery Order
- Display Delivery Order

Enter ?? for more options, ??? for brief descriptions, ?OPTION for help text.

Select Delivery Orders Menu Option: **Display Delivery Order**

#### 2.13.3 Display Order

Enter a Station Number, followed by a Delivery Order Number. The user can enter double question marks (??) to see a display of delivery order ^ numbers. After that selection has been made, IFCAP will display the complete delivery order.

The next prompt is 'Review a Receiving Report ? NO//'. If you would like to review a receiving report for this order enter Yes at this prompt. If the user answers No, the system will ask for another Delivery Order number to display. Enter another Delivery Order number or Press the Enter key to return to the Delivery Order Menu.

Select STATION NUMBER (^ TO EXIT): 688// WASHINGTON, DC

P.O./REQ.NO.: U00001 688-U00001

DELIVER ORDER: 688-U00001 STATUS: Pending Fiscal Action

M.O.P.: INVOICE/RECEIVING REPORT LAST PARTIAL RECD.: 1 05/17/00

REQUESTING SERVICE:

VENDOR: BAXTER HEALTHCARE CORPORATION SHIP TO: Warehouse

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GOVERNMENT CUSTOMER SERVICE	V.A. Medical Center
3651 BIRCHWOOD DRIVE	1 Main Street
WAUKEGAN, IL 60085	Washington, DC 20001
8007772298	
ACCT # 454207487013	DELIVERY HOURS:
FMS Vendor Code: 878987634	8 am - 4 pm

DELIVERY LOCATION: RM 3 BLD 6

FOB POINT: DESTINATION	PROPOSAL: N/A	AUTHORITY:
COST CENTER: 828100		
TYPE: DELIVERY ORDER		BUYER:
DELIVER ON/BEFORE 3/4/2000	CONTRACT:	M MCGAUGH
DISCOUNT TERM: NET30	V797P6582A	DATE: 2/23/2000
APP: 3640160-081		
	TOTAL: 106.20	

-----  
ENTER ^ TO HALT:

ITEM	DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL COST
1	THINGS-METAL-POINTED STK#: 8977 NSN: 7510-28-276-3377 QTY PREV RCVD: 10 PARTIAL NO.: 1 Items per EA: 1 BOC: 2660 FMS LINE: 001 CONTRACT: V797P6582A	12	EA	4.35	52.20
2	WIDGETS-WOODEN-MULTI-PURPOSE NSN: 7510-23-228-3937 QTY PREV RCVD: 10 PARTIAL NO.: 1 Items per EA: 1 BOC: 2660 FMS LINE: 001 CONTRACT: V797P6582A	10	EA	5.40	54.00

V.A. TRANSACTION NUMBERS:  
688-00-2-081-0006

Review a Receiving Report ? NO// (NO)  
P.O./REQ.NO.: <ENTER>  
Select Delivery Orders Menu Option:

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## **GLOSSARY**

<b>1358</b>	Estimated Miscellaneous Obligation or Change in Obligation.
<b>2138</b>	VA Form 90-2138, Order for Supplies or Services. First page of a VA Purchase Order.
<b>2139</b>	VA Form 90-2139, Order for Supplies or Services (Continuation). This is a continuation sheet for the 2138 form.
<b>2237</b>	VA Form 90-2237, Request, Turn-in and Receipt for Property or Services. Used to request goods and services.
<b>A&amp;MM</b>	Acquisition and Materiel Management Service.
<b>Accounting Technician</b>	Fiscal employee responsible for obligation of and payment for goods and services. Accounting Technicians process accounting transactions and transmit them to FMS.
<b>ADP Security Officer</b>	The individual at your station who is responsible for the security of the computer system, both its physical integrity and the integrity of the records stored in it. Includes overseeing file access.
<b>Agent Cashier</b>	The person in Fiscal Service (often physically located elsewhere) who makes or receives payments on debtor accounts and issues official receipts.
<b>Allowance table</b>	Reference table in FMS that provides financial information at the level immediately above the sub-allowance level.
<b>Amendment</b>	A document that changes the information contained in a specified Order.
<b>Approve Requests</b>	The use of an electronic signature by a Control Point Official to approve a 2237, 1358 or other request form and transmit said request to A&MM/Fiscal.
<b>Authorization</b>	A charge to an obligated 1358. Each authorization represents a deduction from the balance of a 1358 to cover an expense. Authorizations are useful when you have expenses from more than one vendor for a single 1358.

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<b>Authorization Balance</b>	The amount of money remaining that can be authorized against the 1358. The service balance minus total authorizations.
<b>Batch Number</b>	A unique number assigned by the computer to identify a batch (group) of Code Sheets. Code Sheets may be transmitted by Batch Number or Transmission Number.
<b>Breakout Code</b>	A set of A&MM codes which identifies a vendor by the type of ownership (e.g., Minority-owned, Vietnam Veteran Owned, Small Business Total Set Aside, etc.).
<b>Budget Analyst</b>	Fiscal employee responsible for distributing and transferring funds.
<b>Budget Object Code</b>	Fiscal accounting element that tells what kind of item or service is being procured.—Budget object codes are listed in the VA Handbook 4671.2
<b>Budget Sort Category</b>	Used by Fiscal Service to identify the allocation of funds throughout their facility.
<b>Ceiling Transactions</b>	Funding distributed from Fiscal Service to IFCAP Control Points for spending. The Budget Analyst initiates these transactions using the Funds Distribution options.
<b>Classification Request</b>	<b>of</b> An identifier a Control Point can assign to track requests that fall into a category, e.g., Memberships, Replacement Parts, and Food Group III.
<b>Common Numbering Series</b>	This is a pre-set series of Procurement and Accounting Transaction (PAT) numbers used by Purchasing and Contracting, Personal Property Management, Accounting Technicians and Imprest Funds Clerks to generate new Purchase Orders/Requisitions/Accounting Transactions on IFCAP. The Application Coordinator establishes the Common Numbering Series used by each facility.
<b>Control Point</b>	Financial element, existing ONLY in IFCAP, that corresponds to the ACCS number in FMS. Also the division of monies to a specified service, activity or purpose from an appropriation.

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<b>Control Point Clerk</b>	The user within the service who is designated to input requests and maintain the Control Point records for a Service.
<b>Control Point Official</b>	The individual authorized to expend government funds for ordering of supplies and services for their Control Point(s). This person has all of the options the Control Point Clerk has plus the ability to approve requests by using their electronic signature code.
<b>Control Point Official's Balance</b>	A running record of all the transactions generated and approved for a Control Point. Provides information that shows the total amount of funds committed, obligated and remaining to be spent for a specified fiscal quarter.
<b>Control Point Requestor</b>	The lowest level Control Point user, who can only enter temporary requests (2237s, 1358s) to a Control Point. This user can only view or edit their own requests. A Control Point Clerk or Official must make these requests permanent before they can be approved and transmitted to A&MM/Fiscal.
<b>Cost Center</b>	“Subsection” of a Fund Control Point. Cost centers allow fiscal staff to create total expense reports for a section or service, and allow requestors to assign requests to that section or service. Cost centers are listed in the VA Handbook 4671.1.
<b>Date Committed</b>	The date that you want IFCAP to commit funds to the purchase.
<b>Default</b>	A suggested response that is provided by the system.
<b>Deficiency</b>	When a budget has obligated and expended more than it was funded (see MP-4, Part V, Section C).
<b>Delinquent Listing</b>	<b>Delivery</b> A listing of all the Purchase Orders that have not had all the items received by the Warehouse on IFCAP. It is used to contact the vendor for updated delivery information.
<b>Direct Delivery Patient</b>	A patient who has been designated to have goods delivered directly to him/her from the vendor.
<b>Discount Item</b>	This is a trade discount on a Purchase Order. The discount can apply to a line item or a quantity. This discount can be a percentage or a set dollar value.

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<b>EDI Vendor</b>	A vendor with whom the VA has negotiated an arrangement to accept and fill orders electronically.
<b>Electronic Data Interchange (EDI)</b>	Electronic Data Interchange is a method of electronically exchanging business documents according to established rules and formats.
<b>Electronic Signature</b>	The electronic signature code replaces the written signature on all IFCAP documents used within your facility. Documents going off-station will require a written signature as well.
<b>Expenditure Request</b>	A Control Point document that authorizes the expenditure of funds for supplies and/or services (e.g., 2237, 1358, etc.).
<b>FCP</b>	Fund Control Point (see Control Point).
<b>Federal Tax ID</b>	A unique number that identifies your station to the Internal Revenue Service.
<b>Fiscal Balance</b>	The amount of money on a 1358 and any adjustments to that 1358 that have been obligated by Fiscal Service. This amount is reduced by any liquidations submitted against the obligation.
<b>Fiscal Quarter</b>	The fiscal year is broken into four three month quarters. The first fiscal quarter begins on October 1.
<b>Fiscal Year</b>	Twelve month period from October 1 to September 30.
<b>FMS</b>	Financial Management System, the primary accounting system for administrative appropriations. FMS has a comprehensive database that provides for flexible on-line and/or batch processing, ad-hoc reporting, interactive query capability and extensive security. FMS is concerned with budget execution, general ledger, funds control, accounts receivable, accounts payable and cost accounting.
<b>FOB</b>	Freight on Board. An FOB of "Destination" means that the vendor has included shipping costs in the invoice, and no shipping charges are due when the shipper arrives at the warehouse with the item. An FOB of "Origin" means that shipping charges are due to the shipper, and must be paid when the shipper arrives at the warehouse with the item.
<b>FPDS</b>	Federal Procurement Data System.

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<b>FTEE</b>		Full Time Employee Equivalent. An FTEE of 1 stands for 1 fiscal year of full-time employment. This number is used to measure workforces. A part-time employee that worked half days for a year would be assigned an FTEE of 0.5, as would a full-time employee that worked for half of a year.
<b>Fund Control Point</b>		See Control Point
<b>Funds Control</b>		A group of Control Point options that allow the Control Point Clerk and/or Official to maintain and reconcile their funds.
<b>Funds Distribution</b>		A group of Fiscal options that allows the Budget Analyst to distribute funds to Control Points and track Budget Distribution Reports information.
<b>GBL</b>		Government Bill of Lading. A document that authorizes the payment of shipping charges in excess of \$250.00.
<b>GL</b>		General Ledger.
<b>Imprest Funds</b>		Monies used for cash or 3rd party draft purchases at a VA facility.
<b>Integrated Management (ISMS)</b>	<b>Supply System</b>	ISMS is the system which replaced LOG I for Expendable Inventory. IFCAP sends PHA and PHM transactions to this system.
<b>ISMS Item File</b>		Integrated Supply Management System. A listing of items specified by A&MMS as being purchased repetitively. This file maintains a full description of the item, related stock numbers, vendors, contract numbers and a procurement history.
<b>Item History</b>		Procurement information stored in the Item File. A history is kept by Fund Control Point and is available to the Control Point at time of request.
<b>Item Master Number</b>		A computer generated number used to identify an item in the Item File.
<b>Justification</b>		A written explanation of why the Control Point requires the items requested. Adequate justification must be given if the goods are being requested from other than a mandatory source.
<b>Liquidation</b>		The amount of money to be paid a vendor. The payment will be posted on the 1358 document and will reduce the Fiscal Balance. They are processed through payment/invoice tracking.

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<b>LOG I</b>	LOG I is the name of the Logistics A&MM computer located at the Austin Data Processing Center. This system continues to support the Consolidated Memorandum of Receipt.
<b>Mandatory Source</b>	A Federal Agency that sells supplies and services to the VA. VA Supply Depot, Defense Logistics Agency (DLA), General Services Administration (GSA), etc.
<b>MSC Confirmation Message</b>	A MailMan message generated by the Austin Message Switching Center that assigns an FMS number to an IFCAP transmission of documents.
<b>Obligation</b>	The commitment of funds. The process Fiscal uses to set aside monies to cover the cost of an Order.
<b>Obligation Amount (Actual)</b>	The actual dollar figure obligated by Fiscal Service for a Purchase Order. The Control Point's records are updated with actual cost automatically when Fiscal obligates the document in IFCAP.
<b>Obligation Data</b>	A Control Point option that allows the Control Point Clerk to enter data not recorded by IFCAP.
<b>Organization Code</b>	Accounting element functionally comparable to Cost Center, but used to organize purchases by the budget that funded them, not the purposes for spending the funds.
<b>Outstanding 2237</b>	A&MM report that lists all the IFCAP generated 2237s pending action in A&MM.
<b>PAID Partial</b>	Personnel Accounting Integrated Data. A Receiving Report (VA document that shows receipt of goods) for only some of the items ordered on a Purchase Order.
<b>Partial Date</b>	The date that a warehouse clerk created a receiving report for a shipment.
<b>PAT Number</b>	Pending Accounting Transaction number - the primary FMS reference number.
<b>Personal Management Property</b>	A section of A&MM Service responsible for screening all requests for those items available from a Mandatory Source, VA Excess or Bulk sale. They also process all requisitions for goods from Federal Agencies and equipment requests. In addition, they maintain the inventory of Warehouse stocked items and all equipment (CMRs) at the facilities they support.
<b>PPM</b>	Personal Property Management.
<b>Program Code</b>	Accounting element that identifies the VA initiative or program that the purchase will support.

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<b>Prompt Terms</b>	<b>Payment</b>	The discount given to the VA for paying the vendor within a set number of days (e.g., 2% 20 days means the VA will save 2% of the total cost of the order if the vendor is paid within 20 days of receipt of goods).
<b>Purchase History Add (PHA)</b>	<b>Add</b>	Procurement History Add transaction. This updates the Procurement History file in Austin when orders are obligated in IFCAP. This same transaction is also used to send a PO for EDI processing.
<b>PURCHASE HISTORY MOD (PHM)</b>	<b>MOD</b>	Procurement History Modification. This updates the Procurement History file in Austin when orders are amended
<b>Purchase Order</b>		A government document authorizing the purchase of goods or services at the terms indicated.
<b>Purchase Order Acknowledgment</b>	<b>Order</b>	Information returned by the vendor describing the status of items ordered (e.g., 10 CRTs shipped, 5 CRTs backordered).
<b>Purchase Order Status</b>		The status of completion of a purchase order (e.g., Pending Contracting Officer's Signature, Pending Fiscal Action, Partial Order Received, etc.).
<b>Purchasing Agents</b>		A&MM employees legally empowered to create purchase orders to obtain goods and services from commercial vendors.
<b>Quarterly Report</b>		A Control Point listing of all transactions (Ceilings, Obligations, and Adjustments) made to a Control Point's Funds.
<b>Quotation for Bid</b>		Standard Form 18. Used by Purchasing Agents to obtain written/electronic bids from vendors.
<b>Receiving Report</b>		Report that Warehouse Clerk creates to record that the warehouse has received an item. The VA document used to indicate the quantity and dollar value of the goods being received.
<b>Repetitive Item List</b>		A method the Control Point uses to order items in the Item File. The Control Point enters the Item Master Number, the quantity and vendor and IFCAP can sort and generate requests from the list.
<b>Requestor</b>		See "Control Point Requestor."
<b>Requisition</b>		The order form used to buy from a Government vendor.
<b>Running Balance</b>		A running record of all the transactions generated and approved for a Control Point. Provides information that shows the total amount of funds committed, obligated, and remaining to be spent for a specified fiscal quarter.

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<b>Section Request</b>	A temporary request for goods and/or services entered by a Control Point Requestor. These requests may or may not be made permanent by the Control Point Clerk/Official.
<b>Service Balance</b>	The amount of money on the on the original 1358 and any adjustments to that 1358 when created by that service in their Fund Control Point. This amount is reduced by any authorizations created by the service.
<b>SF-18</b>	Request for Quotation.
<b>SF-30</b>	Amendment of Solicitation/Modification of Contract.
<b>Short Description</b>	A phrase which describes the item in the Item Master file. It is restricted to 3 to 60 characters and consists of what the item is, the kind of item, and the size of item (e.g., GLOVE-SURGICAL MEDIUM).
<b>Site Parameters</b>	Information (such as Station Number, Cashier's address, printer location, etc.) that is unique to your station. All of IFCAP uses a single Site Parameter file.
<b>Sort Group</b>	An identifier a Control Point can assign to a project or group of like requests. It is used to generate a report that will tell the cost of requests.
<b>Sort Order</b>	The order in which the budget categories will appear on the budget distribution reports.
<b>Special Remarks</b>	A field on the Control Point Request that allows the CP Clerk to enter information of use to the Purchasing Agent or vendor. This field can be printed on the Purchase Order.
<b>Stacked Documents</b>	The POs, RRs & 1358s which are sent electronically to Fiscal and stored in a file rather than being printed immediately.
<b>Status of Funds</b>	Fiscal's on-line status report of the monies available to a Control Point. FMS updates this information automatically.
<b>Sub-control Point</b>	A specific budget within a Control Point, defined by a Control Point user.
<b>Sub-cost Center</b>	A subcategory of Cost Center. In IFCAP 5.0, the last two digits of the cost center, if anything other than "00" will be the 'sub-cost center' that is sent to FMS. IFCAP will not use a 'sub-cost center' field, but will send FMS the last two digits of the cost center as the FMS 'sub-cost center' field, unless the last two digits of the cost center are '00'.

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<b>Tasked Job</b>	A job, usually a printout, that has been scheduled to run at a predetermined time. Tasked jobs are set up to run without having a person watching over them.
<b>TDA</b>	See "Transfer of Disbursing Authority."
<b>Total Authorizations</b>	The total amount of the authorizations created for the 1358 obligation.
<b>Total Liquidations</b>	The total amount of the liquidation against the 1358 obligation.
<b>Transaction Number</b>	The number of the transaction that funded a Control Point (See Budget Analyst User's Guide). It consists of the Station Number - Fiscal Year - Quarter - Control Point - Sequence Number.
<b>Transmission Number</b>	A sequential number given to a data string when it is transmitted to the AAC; used for tracking message traffic.
<b>Type Code</b>	A set of A&MM codes that provides information concerning the vendor size and type of competition sought on a purchase order.
<b>Vendor file</b>	An IFCAP file of vendors solicited by the facility. This file contains ordering and billing addresses, contract information, FPDS information and telephone numbers. File 440 contains information about the vendors solicited by your station. The debtor's address may be drawn from this file, but is maintained separately. If the desired vendor is not in the file, contact A&MM Service to have it added.
<b>Vendor ID Number</b>	The ID number assigned to a vendor by FMS.
<b>VRQ</b>	FMS Vendor Request document. When users send vendor information to FMS, FMS sends a VRQ document to IFCAP with the vendor information, ensuring that the information in the IFCAP vendor file matches the information in the FMS vendor table.

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